
COMMONWEALTH OF VIRGINIA



OFFICE OF THE GOVERNOR

Executive Directive 3

IMPROVING EFFICIENCY AND SECURITY OF THE COMMONWEALTH'S MAIL

Importance of the Initiative

The Governor's Commission on Efficiency and Effectiveness recommended that the basic business functions of state government needed to be better organized at a high level, and that the considerable duplication of effort between and among state agencies and institutions needed to be reduced.

The Secure Virginia Panel recommended that the Commonwealth evaluate the feasibility of creating a central mail processing facility to serve all state agencies and institutions in, and around, the Seat of Government.

Improvement of mail services at the Seat of Government is an issue that has long been discussed to promote greater business efficiencies. More recently security and safety issues set forth even more compelling reasons to reevaluate how the Commonwealth's mail is received, screened, distributed and sent.

Establishment of Consolidated Mail Processing

Therefore, by virtue of the authority granted to me by Article V of the Constitution of Virginia and by Chapter 1 of Section 2.2 of the Code of Virginia, I hereby direct the establishment of a consolidated mail processing service for those agencies and

institutions of the Executive department whose operations, or portions thereof, are based at the Seat of Government.

Direction to the Secretary of Administration

To implement this Executive Directive, I direct that the Secretary of Administration shall (i) perform an assessment, (ii) develop a plan, and (iii) begin the implementation of a consolidated mail processing activity for agencies and institutions located in the Richmond Metropolitan Area, effective no later than January 1, 2005. In carrying out these directives, the Secretary of Administration shall coordinate these efforts with all affected agencies and institutions, including but not limited to the Secretary of Technology, the Virginia Information Technology Agency, and the Departments of General Services, Treasury, Taxation, and Motor Vehicles.

Each state agency and every state officer and state employee is to cooperate with and provide assistance to the Secretary of Administration in the assessment, plan development, and plan implementation. Each state agency shall provide access to its premises, equipment, personnel, and other information as may be requested to accomplish the purposes of this Executive Directive.

This Executive Directive shall be effective immediately upon its signing and shall remain in full force and effect unless amended or rescinded by further Executive Directive.

Given under my hand this 18th day of May 2004.

Mark R. Warner, Governor